

Plan Commission Application

City of Verona – Planning & Development Department

**111 Lincoln Street
Verona, WI 53593-1520
(608) 848-9941**

X	Description	Administrative Fee
	Annexation	\$ 300.00 + Taxes
	Conditional Use Permit	\$ 300.00
	Site Plan	\$ 300.00
	Variance	\$ 300.00
	Zoning Map Amendment (From _____ To _____)	\$ 300.00
	Zoning Text Amendment	\$ 300.00
	Planned Unit Development Step 2: Concept	\$ 300.00
	Step 3: General Development Plan Review	\$ 300.00
	Step 4: Precise Implementation Plan Review	\$ 300.00
	Certified Survey Map (CSM)	\$ 150.00 + \$100/lot
	Preliminary Plat Review	\$ 300.00 + \$50/lot
	Final Plat Review	\$ 300.00 + \$25/lot
<p>*NOTE: Administrative filing fees are due at the time an application is filed with the City and are not refundable. In addition to the Administrative fees, City staff time (City Engineer and City Attorney) will be charged back to the applicant. The Applicant will receive monthly invoices of payments due.</p>		
Date:		
Project/Business Name:		
Address/Location:		
City, State, Zip Code:		
Proposed Use of Property:		
Applicant:	Property Owner:	
Address:	Address	
City/State/Zip	City/State/Zip:	
Phone:	Phone:	
E-mail:	E-mail:	
Signature:	Signature:	



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

City of Verona Final Plat Submission Requirements Checklist

- Completed “Final Plat” Application Form
- Completed “Appendix A” Environmental Assessment Checklist (See Attached...)
- Proof of ownership OR letter of consent from property owner (if the applicant is not the property owner)
- Title Search Results: Complete title information must be submitted. (Note—Recorded ‘Recapture’ Agreements)
- Current legal description of the property from a licensed engineer, surveyor or attorney
- 4 copies (24” x 36”) of the Final Plat (See Attached “Format Requirements” and Attached “Technical Requirements” on the following page...)
- 5 copies (11” x 17”) of the Final Plat
- Affidavit of Mailing OR \$75.00 mailing fee *and* 15 full-size copies of the Final Plat (to be mailed to required review agencies...). See Attached information for Affidavit of Mailing requirements...
- 9 copies of an accurate and current Certificate of Survey
- 20 reduced-size copies (11” x 17” minimum) **AND** 3 full-size copies (24” by 36”) of the Final Plat

Other items/materials/fees that may be required:

- U City of Verona Park dedication fees
- U City of Verona Sewer connection fees
- U City of Verona Water Connection fees
- U Madison Metropolitan Sewer District connection fees
- U Other: _____



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

Sec. 14-1-41 Technical Requirements for Final Plats.

- (a) General. A Final Plat prepared by a registered land surveyor shall be required for all subdivisions. It shall comply in all respects with the requirements of Sec. 236.20, Wis. Stats., and this Chapter.
- (b) Additional Information. The Final Plat shall show correctly on its face, in addition to the information required by Sec. 236.20, Wis. Stats., the following:

- (1) **Exact Length and Bearing** of the center line of all streets.
- (2) **Exact Street Width** along the line of any obliquely intersecting street.
- (3) **Exact Location and Description** of lighting utility easements.
- (4) **Railroad Rights-of-Way** within and abutting the plat.
- (5) **All Lands Reserved** for future public acquisition or reserved for the common use of property owners within the Plat.
- (6) **Special Restrictions** required by the Common Council, upon the recommendation of the Plan Commission, relating to access control along public ways or to the provision of planting strips.
- (7) **Taxes.** Certifications by attached information showing that all taxes and special assessments currently due on the property to be subdivided have been paid in full.
- (8) **Drainage Flows.** The subdivider shall cause to be set upon the final plat arrows indicating the directions of drainage flows for each property line not fronting on a street on all parcels and along each street as will result from the grading of the site, the construction of the required public improvements, or which are existing drainage flows and will remain. The arrows indicating the directions of flows shall be appropriately weighted so as to differentiate between the minor and major [one hundred (100) year event] drainage components. The arrows shall be accompanied on the plat with the following note:

Arrows indicate the direction of drainage flows in various components resulting from site grading and the construction of required public improvements. The drainage flow components located in easements shall be maintained and preserved by the property owner.

- (9) **Groundwater Presence.** Where the ground water table is equal to or less than nine (9) feet from the proposed street centerline elevation, the subdivider shall place the following note on the plat:

Subsoil information indicates the presence of ground water conditions that may require basement elevations on Lot(s) _____ to be at elevation _____ or higher, or that a modified structural plan of the structure's foundation shall be submitted to the Building Inspector for approval with the application for a Building Permit as required information.

The elevation of the basement as described in the paragraph to be placed on the plat shall be a minimum of two (2) feet higher than the elevation of the ground water table.



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

- (10) **Dimensions of Lot Lines** shall be shown in feet and hundredths; no ditto marks shall be permitted. When lot lines are not at right angles to the street right-of-way line, the width of the lot shall be indicated at the building setback line in addition to the width of the lot at the street right-of-way line.
 - (11) **A Numbered Identification System** for all lots and blocks.
 - (12) **Floodplain and Shoreland Boundaries** and the contour line lying a vertical distance of two (2) feet above the elevation of the 100-year recurrence interval flood or, where such data is not available, two (2) feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within one hundred (100) feet therefrom.
- (c) Deed Restrictions. Restrictive covenants and deed restrictions for the proposed subdivision shall be filed with the Final Plat.
- (d) Property Owners Association. The legal instruments creating a property owners association for the ownership and/or maintenance of common lands in the subdivision shall be filed with the Final Plat.
- (e) Survey Accuracy.
- (1) **Examination.** The Common Council and Plan Commission, or their designees, shall examine all Final Plats within the City of Verona and may check for the accuracy and closure of the survey, the proper kind and location of monuments, and legibility and completeness of the drawing.
 - (2) **Maximum Error of Closure.** Maximum error of closure before adjustment of the survey of the exterior boundaries of the subdivision shall not exceed, in horizontal distance or position, the ratio of one part in five thousand (1:5,000), nor in azimuth, four (4) seconds of arc per interior angle. If field measurements exceed this maximum, new field measurements shall be made until a satisfactory closure of the field measurements has been obtained; the survey of the exterior boundary shall be adjusted to form a closed geometric figure.
 - (3) **Street, Block and Lot Dimensions.** All street, block and lot dimensions shall be computed as closed geometric figures based upon the control provided by the closed exterior boundary survey. If checks disclose an error for any interior line of the plat greater than the ratio of one part in three thousand (1:3,000), or an error in measured angle greater than one (1) minute of arc for any angle where the shorter side forming the angle is three hundred (300) feet or longer, necessary corrections shall be made. Where the shorter side of a measured angle is less than three hundred (300) feet in length, the error shall not exceed the value of one (1) minute multiplied by the quotient of three hundred (300) divided by the length of the shorter side; however, such error shall not in any case exceed five (5) minutes of arc.
 - (4) **Plat Location.** Where the plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the City, the tie required by Sec. 236.20(3)(b), Wis. Stats., may be expressed in terms of grid bearing and distance; and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure herein specified for the survey of the exterior boundaries of the subdivision.



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

- (f) Surveying and Monumenting. All Final Plats shall meet all the surveying and monumenting requirements of Sec. 236.15, Wis. Stats.
- (g) State Plane Coordinate System. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone.
- (h) Certificates. All Final Plats shall provide all the certificates required by Sec. 236.21, Wis. Stats.; and in addition, the surveyor shall certify that he has fully complied with all the provisions of this Chapter.

(Ord. No. 08-738, § 4, 1-14-08)

City of Verona Final Plat Submission Requirements

Mailing Requirements For Final Plats/ Referral to Other Agencies & Utilities. (per Section 14-1-33)

Plats must be reviewed by several governmental agencies. The applicant must forward copies of the plat to these agencies, OR ask the City of Verona to forward copies of the plat to these agencies.

If the applicant requests the City of Verona to forward copies to these agencies, the applicant must state, in writing, that the transmittal responsibility lies with the city; must provide 24 copies of the preliminary plat; and must provide a mailing fee of \$75.00.

If the applicant forwards copies of the preliminary plat to these agencies, the applicant must provide the City with an *Affidavit of Mailing* which verifies that the required agencies received copies of the plat. A list of which agencies must receive copies of the plat, and the number of copies each agency must receive, is provided below:

State of Wisconsin, Department of Administration (1 copy) (Must be sent via Certified Mail)
Office of Land Information Services
P. O. Box 1645
Madison, Wisconsin 53701-1645

Dane County Planning and Development Department
(4 copies) (Must be sent via Certified Mail)
Land Division Review - Room #116
210 Martin Luther King Jr. Boulevard
Madison, Wisconsin 53709

Alliant Utilities/WP&L
2147 C.T.H. Hwy. PB
Verona, WI 53593

Madison Gas & Electric Co.
133 S. Blair Street
Madison, WI 53703



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

TDS Telecom (1 copy)
P. O. Box 930489
Verona, WI 53593-0095

Charter Communications (1 copy)
2701 Daniels Street
Madison, WI 53718-6792

Verona Fire District (1 copy)
101 Lincoln Street
Verona, WI 53593

Fitch-rona EMS District (1 copy)
5415 King James Way
Madison, WI 53719-1783

CARPC
210 Martin Luther King Jr. Blvd. #362
Madison, WI 53703-2558

(1 copy—final plats ONLY)
Madison Metropolitan Sewage District
1610 Moorland Road
Madison, WI 53713

Postmaster
Post Office
Verona, WI 53593

Sandy Wheeler (Small copy, streets & street names)
Verona Area School District
700 North Main Street
Verona, Wisconsin 53593

REVISED: 9/1/10;



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

APPENDIX A

CITY OF VERONA ENVIRONMENTAL ASSESSMENT CHECKLIST FOR SUBDIVISIONS AND LAND DIVISIONS BY CERTIFIED SURVEY

All "Yes" answers must be explained in detail by attaching maps and supportive documentation describing the impacts of the proposed development/land division.

Land Resources

Does the project site involve any of the following:

(If "yes", how does the developer propose to address the matter?)

	Yes	No
A. <u>Change in relief and drainage patterns?</u> If yes, attach two (2) copies of: U A topographic map showing, at a minimum, two (2) foot contour intervals.		
B. <u>A floodplain?</u> If yes, attach two (2) copies of: U A typical stream valley cross-section showing 1) the channel of the stream; 2) the 100 year floodplain limits; and 3) the floodway limits (if officially adopted) of each side of the channel; AND U A cross-section of the area to be developed.		
C. <u>An area of soil instability—greater than 20% slope and/or organic soils, peats, or mucks at or near the surface?</u>		
D. <u>Prime agricultural land (Class I, II, or III soils)?</u>		
E. <u>Wetlands and mapped environmental corridors?</u>		
F. <u>Unique physical features or wildlife habitat?</u>		
Water Resources Does the project site involve any of the following:		
A. <u>Location within the area traversed by a navigable stream or dry run?</u>		



City of Verona

Planning and Development

111 Lincoln Street

Verona, WI 53593-1520

Phone: (608) 845-848-9941 Fax: (608) 845-8613

www.ci.verona.wi.us

B. Lake Frontage?

Human and Scientific Interest

Does the project site involve any of the following:

	Yes	No
A. <u>An area or buildings of archeological/geological/historical interest?</u>		
B. <u>Buildings or monuments with unique architecture?</u>		
C. <u>Unique, uncommon, or rare plant or animal habitats?</u>		
D. <u>Old growth trees?</u>		

Energy, Transportation, and Communications

A. <u>Does the development encompass any future street appearing on the City of Verna Official Map?</u>		
B. <u>Is the development traversed by an existing or planned utility corridor (gas, electric, water, sewer interceptor, communications, storm sewer or other?)?</u>		

City Planning

A. <u>Is the development consistent with the City Master Plan and other adopted planning documents?</u>		
---	--	--